CAL-Card Program / Accounting Workshop and User Group Meeting Schedule

The Program / Accounting Workshop is based on the State of California Master Service Agreement, MSA 5-00-CC-02 for purchase card services and provides an informative presentation of program structure, controls, reporting capabilities, billing documents, reconciliation and payment adjustment process and related management reporting.
Who will benefit: Interested state and local government agencies, current Agency Program Coordinators, Billing Officers, Approving Officials and Cardholders.

REGISTRATION IS REQUIRED FOR WORKSHOPS AND USER GROUP MEETINGS
NO REGISTRATION FEES   BE PREPARED TO PAY FOR PARKING

FAX REGISTRATION FORM TO: (916) 375-4662   **FOR MORE INFORMATION CALL: (916) 375-4578**

CITY OF WEST SACRAMENTO, Department of General Services, Ziggurat Bldg., 707 3rd Street, **1st FLOOR** **Program and Accounting Workshop** **9:00 – 12:00** Room 1-320 Room 1-320 Room 1-320 Room 1-320 Room 1-320	 **July 14, 2005** **August 18, 2005** **September 15, 2005** **October 13, 2005** **November 17, 2005**
SANTA BARBARA, County Office of Education, 4400 Cathedral Oaks Road, Auditorium, 2nd Floor Program and Accounting Workshop 9:00 – 12:00	**July 20, 2005**
SANTA ROSA, City of Santa Rosa, Municipal Service Center, Conference Room, 55 Stony Point Rd Program and Accounting Workshop 9:00 – 12:00	**August 24, 2005**
OCEANSIDE, City of Oceanside, 300 North Coast Highway, Community Room Program and Accounting Workshop 9:00 – 12:00	**September 21, 2005**
GLENDALE, Glendale Fire Department, 421 Oak Street, 2nd Floor, Community Room Program and Accounting Workshop 9:00 – 12:00	**September 22, 2005**
CHICO, 3rd District Silver Dollar Fair, 2357 Fair Street, Art Center Program and Accounting Workshop 1:30 – 3:30	**October 19, 2005**
SAN JOSE, Santa Clara County Office of Education, 1290 Ridder Park Drive, Gilroy Rm, South Bldg Program and Accounting Workshop 9:00 – 12:00	**November 9, 2005**
USER GROUP MEETINGS: 1:30 TO 3:30 **Agenda is posted on: www.pd.dgs.ca.gov/calcard** **CITY OF WEST SACRAMENTO**, Dept. General Services, Ziggurat Bldg., 707 3rd St., Auditorium **OCEANSIDE,** City of Oceanside, 300 North Coast Highway, Community Room **GLENDALE**, Glendale Fire Department, 421 Oak Street, 2nd Floor, Community Room	 **September 15, 2005** **September 21, 2005** **September 22, 2005**

Submit registration form at least 7 working days prior to scheduled date that you wish to attend.
If you are unable to attend, please contact our office to free your slot for another student.

Last Name: _____ First Name: _____

Agency/Dept. _____ Email: _____

Address: _____ City: _____ Zip Code: _____

Telephone: (____) _____Ext_____ Fax: (____)_____

Program/Accounting   Time: _____ Date: _____

User Group Meeting   Time: _____ Date: _____

For those persons with a disability needing reasonable accommodation or having questions, please contact Judith Burnett (916) 375-4578. In order to ensure that we can meet your accommodation, it is best that we receive your request at least 10 working days before the scheduled workshop. Procurement Division TTY telephone number is (916) 376-1891. The California Relay Service telephone numbers are (voice) 1-800-735-2922 and 1-888-877-5379, (TTY) 1-800-735-2929 and 1-888-877-5378 or (speech to speech) 1-800-854-7784.